

Bordon Junior School

Parent or Voluntary Helper Policy

At Bordon Junior School we aim to provide an open, welcoming atmosphere where a sense of belonging is fostered by praise, the promotion of positive behaviour and teamwork and where partnerships with families and the community flourish.

We never underestimate the contribution made by helpers to the development of safe and stimulating communities for children.

The aim of parent/voluntary helpers' involvement in school is to enrich the learning environment and give more opportunities for pupils to engage with adults. Helpers assist staff in continuing to develop an ethos where all people matter and are treated equally, with respect and dignity.

All staff recognise the importance and value of working with parents. At Bordon Junior School we are fortunate to benefit from the very successful involvement of parents and friends in the life of the school. This input is greatly appreciated and is of great value to the children's education. Research shows that when home and school work together children's attainment is raised.

All staff members are responsible for keeping the Head teacher informed of any pertinent issues.

At the beginning of each school year all parents are given a letter inviting them to become involved in school activities. The data collected from the returns enables the school to compile a Parent Helper Register.

GUIDELINES

- All helpers must report to the school office on arrival and departure where they will be asked to sign in the visitor book. For security purposes there are stickers available for all visitors to wear in school. On leaving the school, helpers must sign out and return the sticker.
- Helpers may be asked to work within the class of a child they are either related to or know, or in other classes. When possible they will be given an element of choice in the activities they are to be involved.
- When working in school helpers will work with small groups of pupils, generally in classrooms, open areas or the library. At all times children are under the overall authority of a teacher who will be readily available, if required, for help or advice. It is important that helpers ensure when working with groups, that they are at least within sight or hearing distance of adults. Pupils should be fully involved, where appropriate, in tidying up and returning any resources to the class teacher.
- Staff should indicate to all volunteers how they would like them to help. Helpers should encourage children to participate in planning and organising the activities, listening attentively to any ideas and views a child wants to share with them. Helpers should encourage development of children's skills by asking questions about the task and encouraging them to ask questions and offering explanations. Some children may be anxious about participating in certain activities and may need to be offered sensitive support. Children should be encouraged to play a full part in activities, work independently and make their own choices.
- After working with children in school, if helpers have any concerns they should address these in the first instance to the class teacher, or alternately to the Head or Deputy Head teacher.

CHILD PROTECTION

- All parent / voluntary helpers who offer to give their time to help in school activities will be asked to complete a CRB (Criminal Records Bureau) Check by office staff prior to being able to work with children in school.
- For helpers called upon at the last minute (e.g. to accompany teachers on school trips) office staff will request a "List 99" confirmation from the Criminal Records Bureau as a temporary measure.

- Staff members are under an obligation to ensure that parent / voluntary helpers are not put in possession of confidential information.
- Where staff or helpers have concerns relating to Child Protection they should bring these to the attention of the Head teacher, who is Designated Senior Person responsible for all Child Protection issues.

CONFIDENTIALITY

The issue of confidentiality is of the highest importance, therefore :

- All helpers will be asked to sign the Confidentiality Policy.
- Helpers must appreciate that matters relating to individual pupils must not be disclosed to others outside of the school.
- Helpers must not discuss personal issues about a child or their family with people other than the class teacher.

MONITORING

Parent / Voluntary involvement is monitored and evaluated on a regular basis by staff. Helpers are invited to respond informally to the Parent / Voluntary Helper Policy with members of staff. Staff should pass on any appropriate feedback to the Head teacher.

HEALTH AND SAFETY

All helpers should familiarise themselves with the schools Fire Evacuation Procedure and should be made aware of the Child Protection Policy and First Aid Policy.

This policy was formulated by the Head teacher and Governors of Bordon Junior School and is to be reviewed every two years.